



VARIANCE STAFF CHECKLIST

☐ **APPLICATION FORM** – DPLU #346

FRONT PAGE – Check to make sure all the lines are filled in. However, most Variances do not involve an engineer. Check for the signature and to see if an agent authorization is necessary.

BACK PAGE – Fill in the back page for the computer.

☐ **SUPPLEMENTAL APPLICATION FORM** – DPLU #346S

FRONT PAGE AND TOP OF BACK PAGE – Be sure the applicant has filled out the top portion clearly showing the requested Variance(s). Read over the statement in the **Applicant's Statement of Justification**. If the statement does not adequately justify the Variance to you, discuss it with the applicant to determine relevant information.

☐ **PLOT PLAN** – Ten (10) copies

YES NO

☐ ☐

Size – 8½" x 11" **only**.

☐ ☐

Scale – Engineer's, not architect.

☐ ☐

North arrow.

☐ ☐

Net area – in acres. If less than 1/4 acre, in square feet.

☐ ☐

Assessor's Parcel Number

☐ ☐

Streets and easements, names, full widths, identification of centerline.

☐ ☐

Distance from all streets or road easements centerlines to property lines.

☐ ☐

Structures shown, fully dimensioned, labeled as to use and existing or proposed.

☐ ☐

Driveways, parking lot and loading spaces identified, dimensioned and number of parking spaces.

☐ ☐

Distances from structures to all property lines and to all street or easement centerlines.

☐ ☐

Distance between all structures.

YES NO

☐ ☐ Property dimensions, all sides.

☐ **ENVIRONMENTAL DOCUMENTS** – Applicable **only** for **reduction in minimum lot size** when one or more **new lots will be created** and must be filled concurrently with subdivision application.

☐ Four (4) copies of Application for Environmental Initial Study (AEIS).

OR

☐ Five (5) copies of Draft Environmental Impact Report (EIR).

OR

☐ A letter requesting a determination that the previously certified ND or EIR adequately covers the requested Variance. See DPLU #366 for details.

OR

☐ Special Handling Form (DPLU #341) waiving the environmental documents at intake.

☐ Evidence of Legal Parcel – DPLU #320

☐ Ownership Disclosure Statement – DPLU #305. Check Assessor's Screen to verify information.

☐ Variance Advisory Form – DPLU #222

☐ Agent Authorization (if applicable).

☐ **PUBLIC NOTICE PACKAGE** – Must contain all of the following items:

☐ **Administrative Variance** (DPLU #384 Consent to Granting of Variance)

☐ Owner's name, signatures and Assessor's Parcel Number.

☐ Assessor's Map(s) with parcel numbers colored and labeled with property owner's names.

☐ (Staff) Label the type of Administrative Variance by percentage (25%, 50% or 75%) in top right corner.

☐ **Standard Variance**

☐ Typed list of owner's names, addresses and APNs within 300 feet of the site.

☐ Assessor's Page(s) properly marked.

☐ One (1) set of stamped and addressed business size envelopes for each owner listed. No postage metering allowed. DPLU will provide the return address.

☐ One (1) set of gummed labels.

☐ Public Notice Certification (DPLU #514) completed and signed.